AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING – INTEGRATED POLICY		
Title: Library Policy		
Description: The Library Policy of Agurchand Manmull Jain College ensures efficient management, access, and utilization of library resources to support academic excellence, promoting a conducive learning environment for students and staff while maintaining systematic organization and ethical usage.		
UDIN	AMJ/POL/ACP/VAC/2024/21/VER-3	
Effective Date	22-05-2024	
Revision Period	May 2024	
Review Cycle	1 year	
Policy Population	All students and teaching faculty of the institution.	
Policy Implementing Department	Library	
Proposer	Ms. Rekha V, Criterion 4 Champion, IQAC	
Drafter	Ms. Bhavani S, Assistant Coordinator, IQAC	
Revisor	Dr. M.M. Ramya	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Academic – (A)	Dr. A. Sharmila	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
Secretary/Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

AMJC POLICY

LIBRARY POLICY

I. Vision of the Library

The College Libraries are engaged in learning and discovery as essential participants in the educational community. We develop, organize, provide access to, and preserve materials to meet the needs of present and future generations of students and faculties. We explore and implement innovative technologies and services to deliver information and scholarly resources conveniently to users. We also provide well-equipped and functional physical spaces where students can pursue independent learning and discovery outside the classroom.

II. Mission of the Library

- Provide excellence library and information services to its members/users
- Act as a platform for information collection and dissemination
- Provide library and information services to its members/users
- Enhance the student experience
- Build the digital research environment

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III. Introduction

Agurchand Manmull Jain College was established in 1952 by the magnanimity and munificence of Padma Shri Mohanmullji Chordia, through the Sri. S.S. Jain Educational Society, at the inspiration of Her Holiness Shri Sayar Kanwarji Maharaj. Today, it is a 70-year-old premier institution in Chennai, affiliated to the 160-year-old University of Madras. Having celebrated its Diamond Jubilee in 2012, it has started to make a more meaningful and socially-significant journey towards the next commemorative milestone, the 75th anniversary. The Founder and Chief Donor Padma Shri Mohanmullji Chordia's vision of providing quality and affordable education to weaker sections of the society and moulding the character and career of the younger generation has been the driving force of the College. Since its inception, the College has been catering to diverse higher educational needs of different sections of the student community. The Institution became co-educational

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since the academic year 2003-2004 to empower girl students and to ensure equal opportunities for them in all walks of economic and social life.

The prime purpose of a library is to provide access to knowledge and information. To fulfil this mission, libraries preserve a valuable record of culture. Then they pass down this to the coming generations. Therefore, they are an essential link between the past, present and future. Libraries help the students to develop good reading and study habits. A library is a collection of books, or is a room or a building where collections of books are stored. The libraries provide information and services that are essential for learning and progress.

The developments in ICT have changed the users' expectation from the academic libraries in different ways. The ways to build collection and services to the end users vary from the recent past practices. To meet the end-users demands effectively, the academic libraries need to identify and adopt good practices and benchmarks. Thus, preparing guidelines in a standardized way based on the best practices employed by libraries is significant which will ultimately enhance the value-based services of academic libraries.

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IV. About the Library

Our college library was established in the year of 1952 with 200 books headed by the First Librarian Mr. Vedhanthadesigan, Gradually Library has increased in their collection every year, now there are Books, Journals, Magazines, Newspaper and Back Volumes – 1132 (approx.) and subscribed e-resources from Inflibnet INFONET – NLIST Since (2013) programme. A professionally qualified and competent team manages the Main Library.

V. Scope of the Library Policy

The purpose of the policy and procedures is to maintain a collection of information resources that support and enhance the college's curriculum administrative needs and community outreach program consistent with the college's Mission. It ensures

a collection of current, diverse, and balanced resources and provide library patrons with well maintain library collection.

VI. Details of Library Staff

S. No.	NAME	DESIGNATION
1.	Dr. R. Sujatha	Librarian Shift – I (Aided Stream)
2.	Dr. R. Pappukumari	Librarian Shift – II (self-finance)
3.	Mr. V. Rajkumar	Librarian Shift – II (self – finance)
4.	Mr. A. Dharmendra Kumar	Record Clerk – I (Aided Stream)
5.	Mrs. S. Sudha	Record Clerk – II (self – finance)
6.	Mr. K Arun Christopher	Library Assistant (self-finance)
7.	Mrs. D. Sangeetha	Library Assistant (self-finance)
8.	Mr. M. Mathanraj	Library Assistant (self-finance)

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VII. Library Budget

Procurement of learning resources constitutes the primary responsibility of the library. The library makes a systematic effort in building up the collection by identifying, evaluating, selecting, processing, and making it available to the users. Since building up this collection requires a huge sum of money and has long-lasting repercussions, it is essential that libraries have a well-thought-out collection development policy.

The library budget is the financial allocation to procure documents and provide access to the information resources. The library budget includes Special fees fund

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and Management fund; every year we are spending around 5 Lakhs to procure library learning resources Books, Journals, Magazines, Newspapers, and E-Resources. The budget includes also funds for expenses for binding, printing materials and to procure stationery requirements to process and maintain the books/ journals.

VIII. Library Academic Audit

Every year the Institution arranges a financial audit from the academic audit by inviting subject experts for the library to assess the efficiency of the work, effective utilization of budget, whether it satisfies the needs of the readers, appreciates their achievements, and provides suggestions and ideas for improvement.

The primary objective of the audit is to determine whether established controls and procedures are adequate and effective to ensure that:

- Library resources are properly recorded and safeguarded
- Revenue collections are properly accounted for
- Funds are spent pursuant to Institutions policies and procedures, applicable laws, rules, and regulations.
- For Aided stream every year RJDC auditing is carried out every five years once AGS auditing will be done for auditing statement available in the office.

IX. Library Committee

The Library Committee is responsible for the performance of its duties and the exercise of its powers. The Library Committee must facilitate the library's development plans by advocating development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the library, the academic fraternity, and the institute's administration. The Library Committee acts as a channel for dialogue between the library and its users. Every Academic year once Library Committee will meet and discuss about Library development.

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X. Purchase of books

After getting the approval and feedback from the concerned department HODs, the librarian can place the order for the approved books.

1. Procedure

Library requisition forms for purchasing of books collected from the Facilitators, selected books raised for quotation from the vendors. Along with comparative statement selected book list send to the Dean and Secretary for approval. After approval purchase order given based on the approved vendor.

2. General condition

- All the books in the supply order other than out of print books must be supplied for effecting payment of bills. Publishers letter should be produced in the case of out-of-print books
- Time required for procuring and supplying books should be specified
- The latest edition of books ordered should be supplied unless otherwise mentioned.
- Payment of foreign currencies will be made at the exchange rate fixed by the 'Good office Committee' as on date of invoices
- Claims for non-receipt/damaged goods to be made within 7 working days
- Payment should reach us within the credit period else 18% (p.a) Interest will be charged
- Our responsibility ceases after delivery of goods to the carriers
- All disputes are subject to CHENNAI Jurisdiction only.

XI. Purchase of Journals & Magazines

- Librarian in consultation with HODs arranges for the purchase of the journals and magazines with due approval from the Principal and the management.
- A Separate register for Journal & Magazine is maintained.
- On receipt of the journals or magazines, they are accessed in the respective register.

XII. Arrangement of Books & Journals

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The library follows the DDC (Dewey Decimal Classification) for arranging books in the racks.

- Books are arranged according to the subject wise in the storage racks.
- The spaces earmarked for a particular group of books is clearly demarcated by identification and some extra space is given for any future additions in that group
- Journals and Magazines are arranged according to discipline in the respective display.

XIII. Library Membership

- Library Membership is created by linking the ID cards with RFID for staff and student to access the library facility.
- Staff and Students database are updated in the E-varsity software.
- Staff can avail 6 books and retain the same up to 30 days. After that they will renew the document for again 30 days.
- For each UG student 2 Books and PG student 3 Books Ph. D Research scholar – 5 Books can be availed.

XIV. Book Issue / Return /Renewal

- If a borrower happens to lose the book and if it is reported to the library in Charge, the same book will be replaced by the borrower herself/himself.
- If the fine amount is more than the cost of the book, whichever is less amount can be collected or new book can be replaced. If Books is out of print three times of the cost.

XV. Stock Verification Process

Rule 194 of the General Financial Rules, 2005 states that the Physical verification of Library books is stated as follows:

"(i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification

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should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

(ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/ - (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken."

(iii) Book Loss - Books are vulnerable to physical handling and environmental conditions. Hence, damage, wear and tear of books by heavy use is a common occurrence in libraries. Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff have roles as information manager and facilitator and not just as a custodian. The library is kept open to late evening and weekends with the help of skeletal staff to serve the academic community of the Institute.

(iv) The following guidelines are provided by the Government of India regarding the inevitable loss of library documents:

- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable
- Loss of a book of a value exceeding Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.
- Publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action must be taken to write off the publications by the competent authority
- If the loss of books is greater than the permissible number, the causes of such loss may be investigated by the competent authority and the remedial measures must be taken.

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- There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of Library Committee which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

XVI. Weeding out

Weeding, the removal of materials to be discarded is an important ongoing part of the collection development process. Librarian will examine the collection periodically to identify outdated and deteriorating materials that need to be replaced or removed from the collection.

The materials that are damaged beyond repair shall be removed from the collection by the approval of Advisory committee.

XVII. Disposal of News paper

Once in every two years old newspaper and magazine disposed in our library called for quotation from various scraps vendors. Comparative quotation raised and send for the approval to the management. Finally, two faculty members at the time of disposing Newspapers and Magazines.

XVIII. Library Special Services

a. Padma Shri Mohanmullji Chordia Book Bank Scheme

- Padma Shri Mohanmullji Chordia Book Bank Scheme is in operation since 2012-13. Applications are available with the librarian for (U.G. Shift II and P.G. Shift I) deserving students are given books for all the subjects of a semester for all three/ two years.
- Applications are dully filled and forwarded by HOD & Librarian Shift I for UG students of Shift I and Advisors & Course Coordinators for Shift II. Selected students are advised to pay (Rs.150 for U.G. & P.G. Rs.200) in shift II Librarian.

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- On the receipt of payment books are given under this Scheme can be used by the students during a particular semester, and are expected to return the books to the library at the end of the semester once the examinations are over.
- After the U.G. final year examinations Shift I students are advised to get No dues from the Shift II librarian to get their final No Dues from the Shift I Librarian and the same to be submitted to the Shift I office to collect their T.C. and Certificates.

b. Library Internet/E-Journals and E- Books service

Our College Library is a Member of UGC – INFLIBNET – INFONET N-LIST CONSORTIUM. The library provides individual user ID and its password to users for making use of e-resources for INFLIBNET N-LIST. This Online N-List Access is a Gateway for Accessing more than 6,658 E-Journals, 1,35,809 E-Books and E-Databases from National and International Publishers. For

accessing the N-List Programme users can enrol themselves from the Library Respectively from this Access for all the Teaching Staffs, UG and PG Students, Research Scholars.

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c. News Paper article Clippings services

Employability Awareness clipping and Articles on Education appeared in the various newspaper are cut and field in the file called "News Paper Clipping file" to facilitate the current situations on the field of education.

XIX. General Rules and Regulations

1. Library is a repository of knowledge. The horizons of knowledge expand when on makes an optimum use of the library. Hence, students who happen to have no class on a particular day are expected to be in the library.
2. The library will be kept open on all working days between 8.15 a.m. and 6.00 p.m. and all students are entitled to use the library during this period.
3. Students are expected to conduct themselves properly and maintain a very high order of discipline inside the library.

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4. Strict silence should be observed inside the library.
5. Students who use the library will have to enter their personal details and sign up the register kept for this purpose.
6. While each under-graduate student will be given two library cards, a post-graduate student/research scholar is entitled for three cards.
7. Students can borrow books against their library cards on any working day up to 5.00 p.m. For each book borrowed, they need to surrender one card, which they can take back once the book is returned to the library.
8. A student can take a maximum number of 2/3 of books at a time. Books can be retained by the student for a period of one month from the date of issue.
9. A book that is in special demand may be lent out for a period shorter than one month. The book loan may be terminated at any time by the librarian.
10. For students who fail to return the book on the due date, a fine of 1 rupee per day per book will be levied thereafter. Further books will not be issued until the fine is paid.
11. Books in the reference section are not open for borrowing. These books can be referred and notes taken in the library reading hall. Periodicals are regarded as reference books and as such they will not be loaned out.
12. Books which are not in good condition will not be issued by the librarian.
13. The borrower of a book is responsible for its proper care and maintenance. The borrower will be held liable for any damage or loss of the book. He/she will be asked to make suitable compensation for the damage/loss caused to the books borrowed.
14. In the event of student losing a library card, he/she will have to report the matter to the Librarian immediately. If the matter is not reported and if someone misuses the card, the person on whose name the card was issued will be held responsible for it.
15. Library card will have to be surrendered to the Librarian at the end of the course period. At the time of surrender, No Dues Certificate will be issued to the student, which he/she will submit to the College Office. In case the student fails to return the cards, a penalty of Rs. 50 per library card would be levied.

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16. If book is lost the same title should be replace (Shift I & II), if the book is out of print three times of the cost of the book and additional 20% fine for late submissions will be collected. As per the Govt. order. (Applicable only to Shift I).
17. For staff 10 books may be issued for one semester, at the end of the semester books are to be returned or renewed by the staff is must.
18. Periodicals are regarded only for reference and they will not be loaned out.

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Specimen copies of various forms used for library documentation process

Annexure 1

LIBRARY POLICY

AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI - 600 114.

LIBRARY NO DUES CERTIFICATE &
PADMA SHRI MOHANMULLJI CHORDIA
BOOK BANK PROJECT

Name : .....

Roll No : .....

Department : .....

Date : .....

Librarian's
Signature with Seal

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Annexure 2

LIBRARY POLICY

AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI - 600 114.

LIBRARY NO DUES CERTIFICATE

Name : .....

Roll No : .....

Department : .....

Date : .....

Librarian's
Signature with Seal

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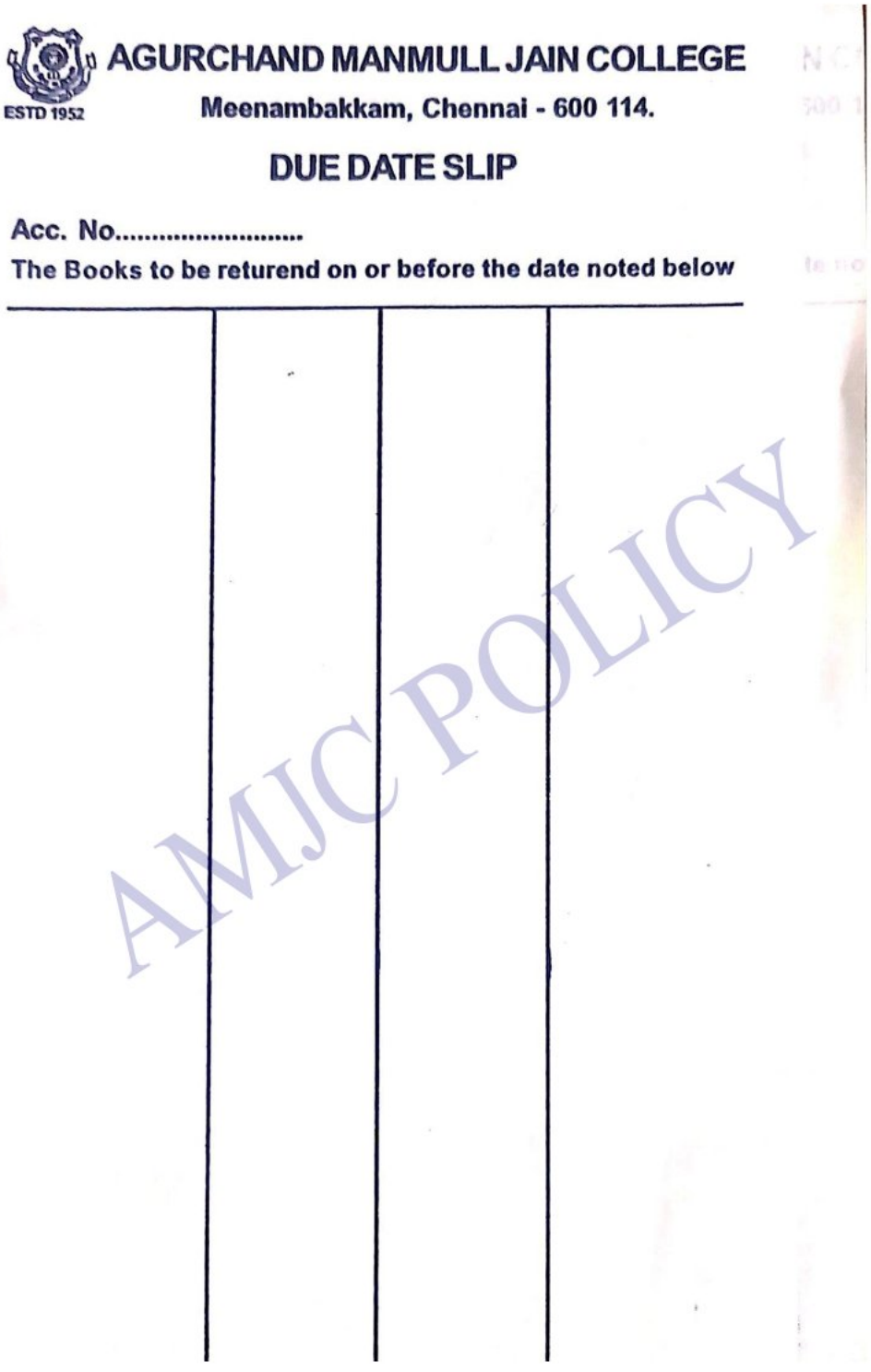
Annexure 3

LIBRARY POLICY



AGURCHAND MANMULL JAIN COLLEGE
ESTD 1952
Meenambakkam, Chennai - 600 114.

DUE DATE SLIP

Acc. No.....

The Books to be returend on or before the date noted below

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Annexure

4

AGURCHAND MANMULL JAIN COLLEGE
Meenambakkam, Chennai - 600 114.
LIBRARY
BOOK - FINE

Rs. ..... (Rupees.....
..... only) may be collected from
Name : ..... Degree.....
Year ..... Roll No.....for the belated return
of One / Two / Three Library Books

Acc. No.	Title
1.	1. .....
2.	2. .....
3.	3. .....

Date :

LIBRARIAN

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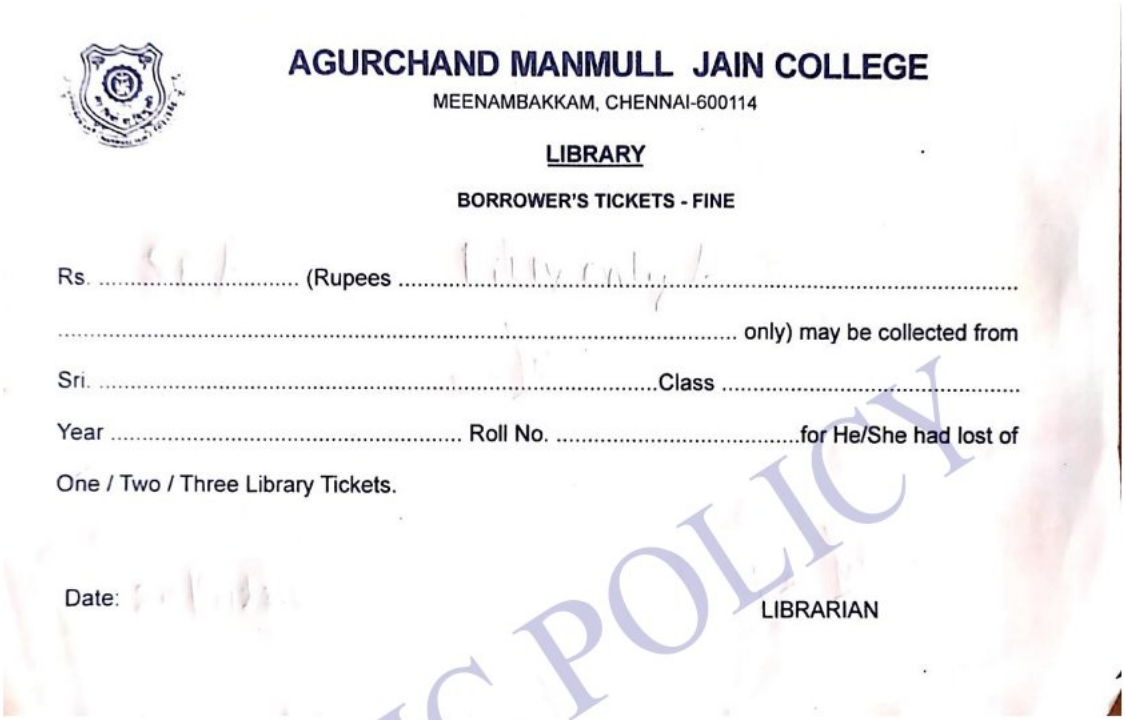
Annexure 5



AGURCHAND MANMULL JAIN COLLEGE
MEENAMBAKKAM, CHENNAI-600114

LIBRARY

BORROWER'S TICKETS - FINE

Rs. ..... (Rupees .....

..... only) may be collected from

Sri. .....Class .....

Year ..... Roll No. .....for He/She had lost of

One / Two / Three Library Tickets.

Date:

LIBRARIAN

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Annexure

6

Vendor Payment form Newspaper and Magazine

From,

R. Sujatha

Librarian

A. M. Jain College

Meenambakkam, Chennai – 114

Date:

To,

The Principal

A. M. Jain College

Meenambakkam, Chennai – 114

Respected Sir,

Sub: Submission of Newspaper bill for payment-Reg

With Reference to the subjects stated above find enclosed Bill for the Newspaper purchased for our college Library for a period of _____. The payment in respect of the bill Rs. _____ is to be made in favour of Mr.V. RAMALINGAM the way of crossed cheque.

The details of the bill given below:

S.NO	BILL NO/DATE	AMOUNT
1		
TOTAL		

Encl: Bill as per claim

Yours truly

(LIBARIAN)

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Annexure

7

Book Lost and Replacement Letter

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From,

Date:

To,

R.Sujatha

Librarian

A.M.Jain College,

Meenambakkam, Chennai-600114.

Respected Madam,

I have borrowed Library book(s) and I have lost the same, I am replacing the same new book(s).

Kindly apologies me and accept the book(s).

Title: 1._____ Acc.No. _____

2._____ Acc.No. _____

3._____ Acc.No. _____

Author: 1._____

2._____

3._____

Thanking you,

Yours truly,

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Annexure 8

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AGURCHAND MANMULL JAIN COLLEGE

MEENAMBAKKAM, CHENNAI-600114

LIBRARY

S.No. 099

BOOKS - LOST BY FACULTY

Date .....

The following book / books has / have been lost by Sri .....

Designation .....*Dept*.....*and*

a sum of Rs..... *(Rupees* .....*only)*

S.No.	Acc. No.	Title / Author	Cost	Addl. Charges	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Total _____

Date :

LIBRARIAN

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